

**DEPARTMENT OF HUMAN SERVICES  
REQUEST FOR PROPOSALS**

**LEGAL REPRESENTATION SERVICES FOR CHILDREN INVOLVED IN CHILD IN  
NEED OF ASSISTANCE (CINA), TERMINATION OF PARENTAL RIGHTS (TPR)  
AND RELATED PROCEEDINGS AND INDIGENT ADULTS INVOLVED IN ADULT  
PROTECTIVE SERVICES (APS) GUARDIANSHIP HEARINGS AND ADULT PUBLIC  
GUARDIANSHIP REVIEW BOARD (APGRB) HEARINGS**

**OS/MLSP-25-500-S**

**QUESTIONS AND RESPONSES #2**

Question 1: Maryland Legal Aid is committed to quality supervision for its CINA and APS staff and understands the particular importance of close supervision for staff new to the practice of law. However, the one-year requirement of physical presence of a supervisor at all court-ordered proceedings is onerous and presents staffing challenges. Can that requirement be reduced to six months (which is consistent with post-pandemic practice, as permitted by DHS? Reference 2.3.4D

**Response: No changes will be made.**

Question 2: Given that travel to see clients provided services for CINA/APS legal assistance is required by the contract twice annually, including if a client is placed out-of-state, and 12 hours per attorney for training is also required, can the state consider reimbursing vendors for travel costs, both for visiting clients and travel to/from court appearances, as well as training costs and any associated travel costs related to attending trainings? What is the reason for not reimbursing for travel costs?  
**For reference: 2.B5 and 3.5.2**

**Response: No changes will be made.**

Question 3: Visits With Clients: The 2025 RFP does not acknowledge that virtual visits can be a platform for meaningful contact with the client. We request that consideration be given to wording this section to note that there is a preference for in-person contact with clients, but where this is not possible, that the reasons for virtual visits be documented by the legal staff. For reference: Section 2.3 D

**Response: No further changes will be made. To be clear, the revised language does not require Maryland specific experience, but it is preferred.**

Question 4: Is the correct way to understand the language related to the bids that years 1-3 must be the same price, as must years 4-5? What is the rationale for having the first 3 years be the same and 2 option years be the same? In developing a price, what is your expectation about how contractors should account for increasing costs and salaries using this requested methodology for arriving at pricing?

For reference:

Financial Proposal Form: “Note: The fully-loaded Fixed Unit Price per Client per Contract Year for the 3-year Base Contract period must be the same for each year of the Base Contract period. Likewise, the fully-loaded Fixed Unit Price per Client per Option period must be the same for each Option Year. The fully-loaded Fixed Unit Price per Client per Contract Year shall consist of all direct and indirect costs and profit for any and all work provided to a single client in an APS/APGRB or CINA/TPR proceeding, to include, but not limited to emergency hearings, exceptions hearings and extension hearings.”

**Response:** **Your understanding is correct. Offerors must utilize their own internal budgeting process, taking into consideration all direct and indirect costs, including wage adjustments and potential inflation.**

Question 5: What is the rationale for capping the fully-loaded Fixed Unit Price per Client per Contract Year at \$1,500 per case for APS/APGRB and \$2,000 per case for CINA/TPR?

**For reference:**

Financial Proposal Form: “Note: The fully-loaded Fixed Unit Price per Client per Contract Year, which includes the Base and Option Years, shall not exceed \$1,500.00 per case for APS/APGRB and \$2,000.00 per case for CINA/TPR. No increase is allowed.”

**Response:** **DHS considered different pricing structures and has determined that the pricing structure is reasonable.**

Question 6: Bidding questions: - If a bid is made for the existing caseload only, what is the criteria for determining that it is in the best interest and most advantageous to the State to accept that bid?

-What occurs if there is less than the recommended number of bidders in a jurisdiction? For example, what occurs if there is only one bid in a particular jurisdiction? Or less than 4 in a jurisdiction that requires 4 vendors?

-For what reason would the MLSP only award 2 vendors in a jurisdiction that is indicated to require 4?

**Response:** **See Section 6 of the RFP for award criteria. The Department will take into consideration the projected caseload per jurisdiction, among other things, to determine if re-solicitation may be necessary. The number of awards per jurisdiction is ‘up to’ and may be less.**

Question 7: For both CINA and APS, what is the definition of “Ancillary Proceedings”? Please confirm that all Ancillary Proceedings can be billed if they are the one hearing per year that is billable. And of some cannot be billed, which cannot be billed?  
**For Reference:** 2.3 C, 2.3 E

**Response:** An Ancillary Proceeding refers to a supplemental or additional hearing or proceeding that is connected to a primary family law action. An Ancillary Proceeding may be billed as the one billable hearing within a contract period. The list of billable hearings provided in Section 2.3.1 and 2.3.2 are not intended to be exhaustive.

Question 8: Exactly how many contracts with a client are required in a contract year? Where is “minimum In-Person contact” defined? Please clarify this wording: “In addition to the minimum In-Person contact, ensure that the Assigned Attorney makes an In-Person Contact in the client’s placement at a minimum once every six (6) months.”  
Reference: 2.3.D

**Response:** The minimum, every 6 months, is 2 times per year. Contractors shall also visit the child before a hearing, which may be more than 2 times per year. The language is "meaningful attorney-in-person contact," and we provide a description in Section 2.3.D - The attorney shall obtain first-hand, a clear understanding of the Client’s situation and needs. See section 2.3.D

Question 9: Please define “dedicated resource” in this section: “*Unless explicitly authorized by the Contract Monitor or specified in the Contract, Key Personnel shall be assigned to the State of Maryland as a dedicated resource.*”  
**For reference:** 2.5.1 – Continuous Performance of Key Personnel

**Response:** A dedicated resource shall be assigned to the Contract 100% of the time, unless authorized by the DHS Contract Monitor. Said information should be indicated on the Contractor's Proposed Staffing Plan.

Question 10: RFP seems to be missing some attachments and sections – making the RFP appear incomplete. Missing Appendices (i.e., examples of documents that should be in various tabs) This observation is supported by language in the RFP: *Guidance for completing the Attachments is provided in the appropriate Appendix or Appendices to this RFP (see section 4.6, section 4.16.3) and refer to Table A:*

Some that we have identified include:

**Attachment L** – Reference Checks; We do not see an example of Attachment L that should be in Tab E

**Attachment M** – list of current/prior state contracts; we do not see an example of Attachment M, which should be in Tab J

**Attachment P** – Prime contractor List of all sub-contractors anticipated/used during contract; we do not see an example of Attachment P, which should be part

of Tab M **Attachment N** – Legal Action Summary; we do not see an example of Attachment N that should be part of Tab N

**Attachment Q** – Why does the state refer to an old document and an old version of rule 1.14?

**Missing Sections:** Some sections were included in the previous RFP, but appear to not be included in the 2025 RFP. Our question is whether the 2025 RFP is actually complete without these sections. Please confirm.

**Return and Maintenance of State Data** – no mention in 2025 RFP

**Disaster Recovery and Data** – no mention in 2025 RFP

**Security Requirements** – Attachment DD references a Criminal Background Check section in the RFP (Section 3.7.2), but there is no such section in the current RFP (*"I hereby affirm that (Contractor) has complied with Section 3.7.2 Criminal Background Check requirements"*)

**Response:** Attachments L, P, M and N are items that Offerors should provide as part of their proposal. It is suggested that these items should be labeled as such in their proposal submission.

Question 11: **Financial Information Requested:** Attachment FF, Financial Stability Worksheet – asks for the financial information for 2022 and 2023. Is it intentional that only 2022 and 2023 are requested, and not 2023 and 2024? Please confirm.

**Response:** Attachment FF does not need to change from 2022-2023.

Question 12: **Functional Area I: CINA/TPR - Appeals** At what rate should appeals be invoiced? Should appeals have a separate fully loaded firm fixed unit price per child? Can both a hearing and an appeal be billed in one year for the same case?  
**Functional Area II: APS/APGRB - Appeals** At what rate should appeals be invoiced? Should appeals have a separate fully loaded firm fixed unit price per adult? Can both a hearing and an appeal be billed in one year for the same case? **For reference: 2.1**

**Response:** For CINA/TPR and APS/APGRB cases - Appeals will be billed at the same fully loaded fixed unit price rate applicable during the base and option year periods. No separate pricing will apply for Appeals. Appeals may be billed in addition to one hearing within the same contract year.

  
Rufus Berry

Procurement Officer

November 5, 2025